The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response there to and the need for international assistance.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA oPt office has expanded its presence. Though its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures including sector and cluster coordination and national level coordination, both operational and policy.

Under the direct supervision of the Facilities Supervisor and overall guidance of the Head of Administration, the cleaner provides cleaning services ensuring high quality of work.

The incumbent will be responsible for the following duties:

- General Cleaning Services
- Garden Maintenance
- Driving Duties
- Other responsibilities

1. Ensures the implementation of general cleaning services, focusing on the achievement of the following results:
   - Checking on the cleaning stocks and informing the facilities supervisor regarding the stocks of all cleaning, kitchen and bathroom supplies and to maintain a minimum stock as dictated by the Facilities Supervisor.
   - Cleaning the Mac House, oPt HQ building to the standard required by the Facilities Supervisor.
• Cleaning and tidying outside porch and yard of the Mac House to the standard required by the Facilities Supervisor.
• Daily preparation and cleaning of conference rooms facilities.
• Cleaning inside of vehicles as and when required.
• Be prepared to work flexible hours to accommodate the office hours requirements and assist with official visits in the evenings and on weekends.

2. Ensures the implementation of garden maintenance, focusing on the achievement of the following results:

• Cleaning and organizing the Mac House garden including the garden furniture to the standard require by the Facilities Supervisor.
• Water inside plants and outside garden on daily basis.

3. Upon request by the Facilities Supervisor, the cleaner may be requested to assist with driving duties as follows:

• Drives office vehicles for the transport of authorized personnel upon request.
• Delivery/Collection of mail, documents and other items.
• Arranges for Courrier services between UN Agencies/NGOs.

4. Upon request by the Facilities Supervisor, the cleaner may be requested to assist with the following duties:

• Assist office personnel with any other duties that require significant physical effort such as lifting moderately heavy loads.
• Move office furniture when required.
• Any other duties as may be required by the Facilities supervisor.

Education:

Secondary Education and Valid Driver’s License.

Experience:

2 years’ work experience as a cleaner. Safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair.

UN Experience is an asset.

Language requirements:

Working Knowledge in the language of the duty station; knowledge of the UN language of the duty station.
How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

All applicants are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: hr@ochaopt.org.

1. Cover letter, in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA.

2. Completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc. The UN P-11 form can be found on OCHA’s website: www.ochaopt.org

It would be appreciated your stating your full name and the OCHA vacancy notice number (2012-014) as the subject in your e-mail application.

Only qualified candidates should apply and only those who have been short listed will be contacted.

CLOSING DATE FOR APPLICATIONS: 9 October 2013

Applications received after this date will not be considered.

Women are encouraged to apply